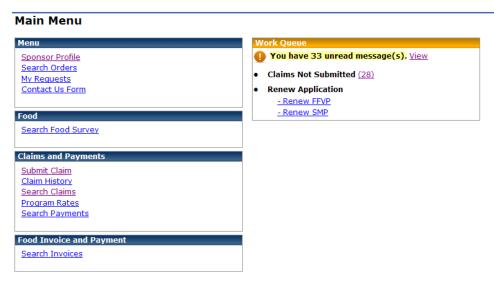
SFSP Program Renewal



Enter the NDFoods System

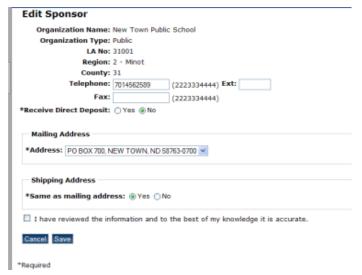


The user will receive a notice in the Work Queue that a program is ready for renewal. Click on the "Renew" link.



Click on "Incomplete" under the General section of Sponsor Details.

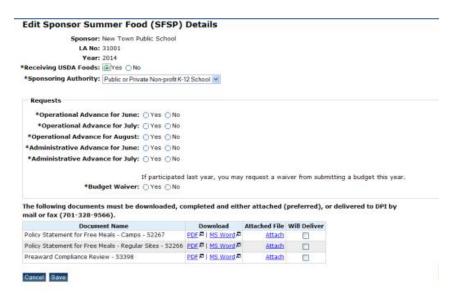
SFSP renewal occurs on
April 1st of each year.
Sponsors are required to
enter the system and
review, add or update all
sponsor, site and
individual information.



Review the information and check the box and click "Save".



Click on "Incomplete" under the SFSP Details section of Sponsor Details.



Complete the required information and make any necessary changes. The required documents must be completed and attached or delivered by mail to DPI. Click on "Save" to continue.



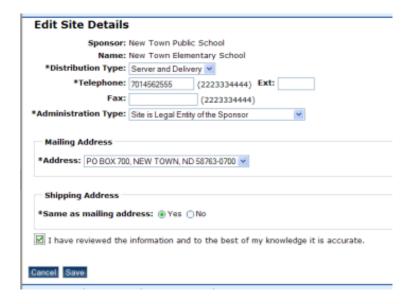
Click on "Incomplete" under the SFSP Details section for Individuals .



Review the information for all individuals associated with the Sponsor. Check the box and click "Save".



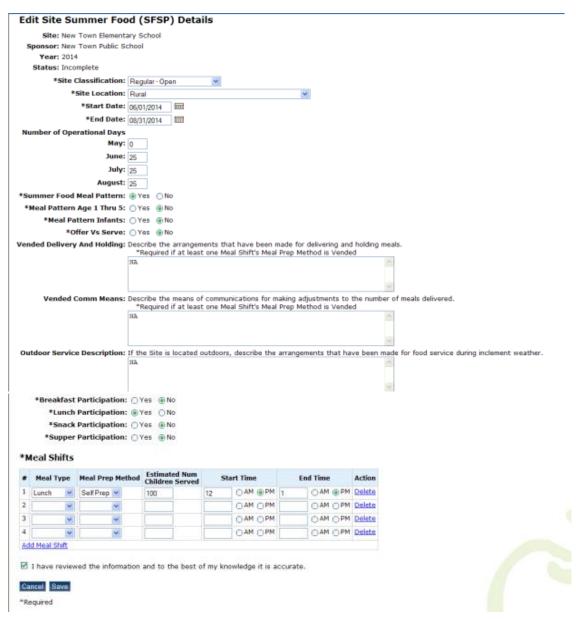
Click on "Incomplete" under the General section for each site listed.



Review the site details and check the box and click "Save".



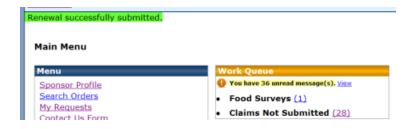
Click on "Incomplete" under the SFSP Details section for each site listed.



Complete all of the required information and check the box and click "Save".



Once all of the information is in "Complete" status and the buttons are green instead of red, click on "Submit" to DPI for final approval.



The renewal information is submitted to DPI and is reviewed and approved, returned for changes or denied.